Michigan Post-Secondary School Licensing User Guide

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1.0 Overview

The goal of this application is to provide the Michigan Post-Secondary School Training Provider the ability to apply for a new license or renew an existing license. The Training Provider will access the application through the Pure Michigan Talent Connect (PMTC) page.

 https://jobs.mitalent.org/MITC/Admin/License/Apply

2.0 Apply for A New Proprietary School License/Create Account

2.1 New License Application

The below questions will be displayed on the page. To apply for a proprietary school license, answer 'No' to both questions and click on the Apply to Be A Licensed Proprietary School button.

You will see the new license application form displayed.

Enter at a minimum the required fields (red asterisk indicates required). If you answer 'Yes' to the question regarding being part of Michigan Training Connect (MiTC), the institution could be eligible to receive training funds through Michigan Works! agencies if approved for placement on MiTC.

You will need to remember the Primary Contact Email and Password entered on the application as this will be your credentials for logging into the Michigan Post-Secondary School (MiPSS) system upon activating your account.

You can click on Save and Continue button after entering required information.

★ LICENSE FEE : Select appropriate License type.

○ In-State Accredited Proprietary School ($1,505)
○ Out-Of-State Accredited Proprietary School ($595)
○ In-State Non-Accredited Proprietary School ($1,505)
○ Out-Of-State Non-Accredited Proprietary School ($595)

SURETY BOND : Pursuant to 395.102b, Sec. 2b, and R390.562a, Rule 2a (3) (a), A proprietary school shall provide the department with evidence of surety conditioned to provide indemnification to a student suffering loss because of the inability to complete an approved course or program of study due to the closing of the proprietary school. A surety shall be provided by the school in an amount determined according to the following:
1. an accredited school shall provide evidence of surety of:
   a. not less than $5,000.00 for 1 to 100 full time equated students,
   b. not less than $7,500.00 for 101 to 500 full time equated students,
   c. and not less than $10,000.00 for 501 to 1,000 full time equated students.
2. a non-accredited school shall provide surety in an amount equal to $200.00 per student, but not less than $5,000.00.

★ Bond Number : ❓	Required
★ Coverage Amount : ❓	Required
★ Insurance Company Issuing Bond : ❓	Required
★ Period for Surety Bond : ❓	Start Date to End Date

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

Fire Inspection or Certificate of Occupancy : ❓	Choose File No file chosen
★ Proposed Advertising, including website materials : ❓	Choose File No file chosen
★ Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of $5, 000) : ❓	Choose File No file chosen
List of equipment supplied by the school : ❓	Choose File No file chosen
Drawing of the Instructional Facility, including size and layout of classrooms and laboratories : ❓	Choose File No file chosen
★ Position description, including job duties, license or certification requirements, minimum education and work experience requirements, for each instructional and administrative position related to each of the programs listed : ❓	Choose File No file chosen
★ Proof of accreditation, if applicable : ❓	Choose File No file chosen
Health Inspection, if applicable : ❓	Choose File No file chosen
Medical Waste Producing Facility Registration, if applicable : ❓	Choose File No file chosen

| Additional Notes / Comments : ❓ | Optional |

[SAVE AND CONTINUE] [CANCEL]

Click on OK button

You need to enter at least one program and one course. Enter the required information for the program.
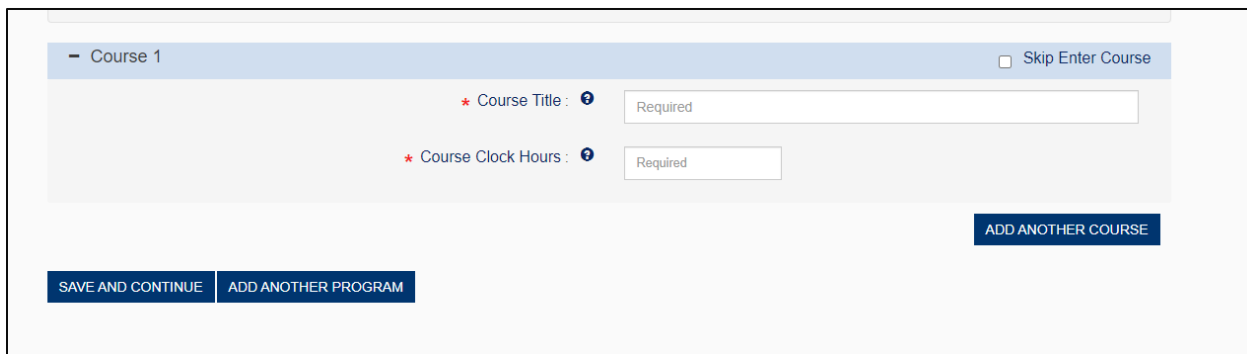
Click on Add Course to Program button. The below section is displayed.
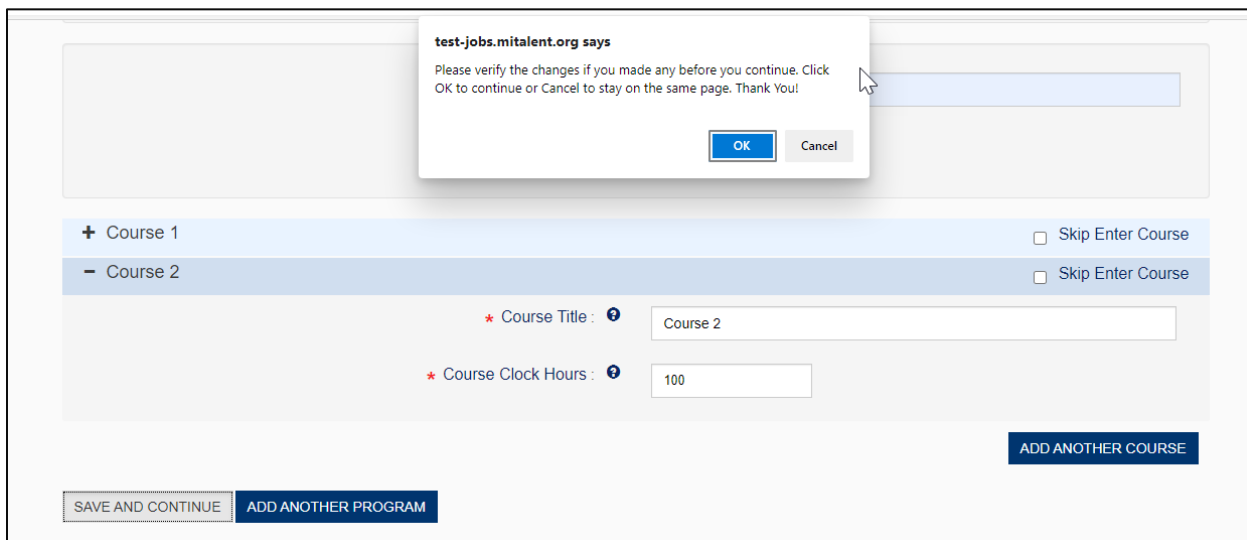
To add more than one course to the program, click on the Add Course to Program button for each course you want to add. The Skip Enter Course check box is equivalent to deleting a course after clicking on the Add Course to Program button. There is not a way to remove a course, but you will be able to skip entering the course if you change your mind by checking this box.

NOTE: A minimum of one program and one course is required to apply for a license.

Click on the Save and Continue button once program/course information is entered. The below pop up is displayed. Click on the OK button.

You will see the Assurance page displayed. Check the box for required assurances and enter signature.

ASSURANCES

ASSURANCES : On behalf of my educational institution, I hereby attest to the following:

☐ ★ **I certify that the statements in this document are true and completed.** I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

☐ **Programs including Clinicals, Internships or Externships -** the program(s) listed has less than 50% of the program hours dedicated to clinicals, internships or externships. I am aware I must provide the information on who arranges and who supervises the clinical, internship or externship, as well as where it will be held and whether it is paid or unpaid. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

☐ **Programs Requiring Additional Inspections -** all additional required inspections and registrations have been obtained. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

☐ **Emergency Medical Services Program (Paramedics, EMT, First Responders) -** the program(s) listed has the joint approval required from the Michigan Department of Health and Human Services. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

☐ **Nurse Aide or Nursing Programs -** the curriculum for the program(s) listed has the joint approval from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

☐ **Real Estate, Appraisal and Builders Programs -** the curriculum for the program(s) listed has the joint approval required from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

☐ **Massage Therapy Program -** the massage therapy curriculum for the program(s) listed is compliant with the administrative rules promulgated by the Bureau of Professional Licensing, Board of Massage Therapy and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

Print your Name	04/27/2021
Signature	Signature Date

SAVE AND CONTINUE

Click on the Save and Continue button. The below popup is displayed. Click on the OK button.

2.2 Payment

The Payment page is displayed. Review information and click on Complete Payment button.

You will be directed to our payment website for payment method. Click on the Next button to continue The Back or Exit button will take you back to the previous page.

The Payment Information page will be displayed.

Enter the required payment information and click on the Next button. The Back button will take you back to the Payment Method page. The Exit button will take you to the Make Payment page.

The Payment Review page will be displayed. Click on the Pay Now button to submit your payment. The Back button will take you back to the Payment Information page. The Exit button will take you to the Make Payment page.

2.2.1 Successful Payment

If Payment is successful, the below message and page will be displayed. An email notification will be sent to the primary email address that was entered on the application informing you of your successful submission of the application. In addition, an email will be sent to the email address entered on the payment information page notifying you of payment confirmation.

2.2.2 Unsuccessful Payment

If payment is unsuccessful, the Payment Status will be Pending with a corresponding message with the steps that need to be taken to resolve the payment. In the below scenario, you would need to try the payment again due to an address verification issue. You would click on the Complete Payment button and try again.

MAKE PAYMENT

Payment not complete. Try again.

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	Test school 19
School Location :	Lansing, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000159
License Fee :	**$1,505.00**
Late Fee :	NA
Total Amount Payable :	**$1,505.00**
Payment Status :	Pending
Payment Response :	"Address verification failed."

COMPLETE PAYMENT

2.3 Account Activation/License Approval

2.3.1 Account Activation

Once you have submitted the application for your school license, you will receive an email to activate your account. Check your inbox for the email address that you entered on the application. Click on the link in the body of the email to activate your account. You will be directed to the Training Provider sign in page and the account verification message will be displayed.

Newsletters | Career Events | About Us | Contact Us | G Select Language ▼

PURE MICHIGAN Talent Connect TEST

SIGN IN ⌄   CREATE ACCOUNT ⌄

SEARCH

HOME   JOB SEEKER ⌄   EMPLOYER ⌄   CAREER EXPLORATION ⌄   VETERAN ⌄   SKILLED TRADES ⌄
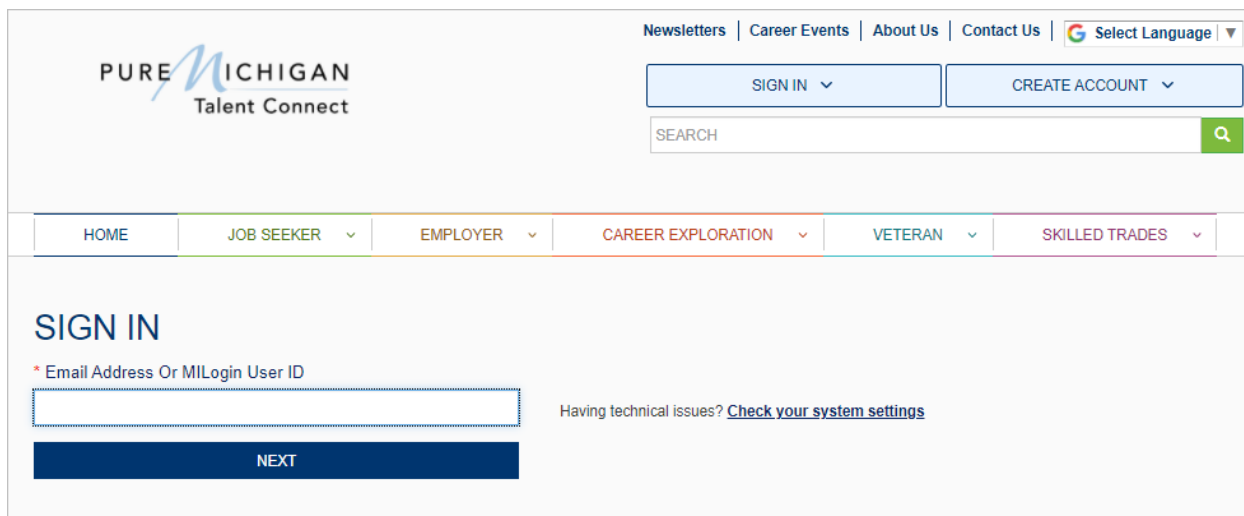
ACCOUNT VERIFICATION

Thank you for registering for a Pure Michigan Talent Connect Training Provider Account. You have just verified your account e-mail address. You will not have access to all features until PMTC staff complete the account validation process that can take up to 5 days. Once the account is validated you will receive a confirmation e-mail.

Stay Connected with Us...

You will be able to sign in to the MiPSS system with your credentials upon activating your account, but you will have limited access to the system until your license has been approved. Upon activation, you can access your account and edit your license information.
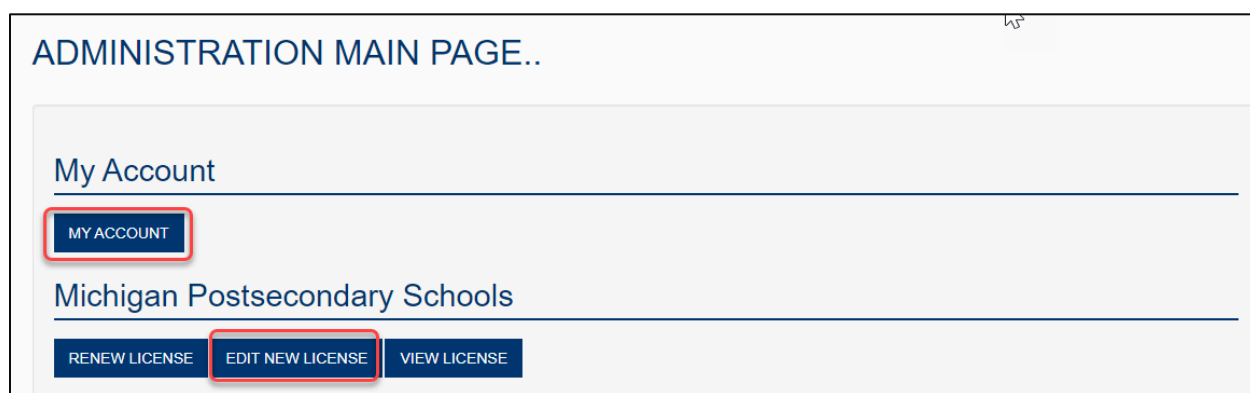
To log in to your account, please use the following URL and enter the primary email address and password that you entered on your application. https://www.mitalent.org/signin

1. Type in the email address and click 'Next'.
2. Enter your password and click 'Sign In'. This will send you to the Administration Main Page.

Note: If you have forgotten your password, please use the 'Forgot Password?' link to update it.

2.3.2 License Approval
Upon submitting your school license application, the PSS staff will validate your license for approval.

Request Additional Information
If more information is needed prior to approving your license, you will receive an email sent to your primary contact email address stating what additional information is needed prior to your license being approved.

You will need to sign into your account and click on the Edit New License button. You will see your license listed on the page. Click on the School Name to edit your license.

Follow the instructions in the email that you received or read the message at the top of the page.

Click on the Save and Continue button and the PSS staff will validate your license for approval.

<u>Approved</u>

If your license is approved, you will receive an email sent to your primary contact email address stating that the license you submitted is approved.

2.3.3 View/Print License

You will be able to sign into your account and click on the View License button to view and download your license. The License includes Approved Program Titles, Clock Hours, and Credit Hours.

The View License page is displayed. Click on the Download License Certificate button to view/print your school license.

You will also have access to the Renew License feature on the menu. See the Renew License section of the user guide for instructions on renewing your license.

If you answered 'Yes' to the question regarding being part of Michigan Training Connect (MiTC), you will see an additional section when you sign into your account that is for MiTC access.

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

| RENEW LICENSE | EDIT NEW LICENSE | VIEW LICENSE | UPDATE MAILING ADDRESS | UPDATE LOCATION | UPDATE SCHOOL NAME |
| UPDATE SCHOOL OWNERSHIP | ADD PROGRAM | UPDATE SCHOOL ACCREDITATION | MODIFY PROGRAM | DELETE PROGRAM |

MiTC

ADD SCHOOL	UPDATE SCHOOL	MODIFY/DELETE PROGRAMS	QUALITY ASSURANCE REVIEW	DEFINITIONS	EXPIRED PROGRAMS
UPLOAD WAGE DATA	UPDATE PROVIDER	ADD NEW PROGRAM	MODIFY PROGRAMS	ADD INDIVIDUAL STUDENT EXITS
BULK UPLOAD STUDENT EXITS	REVIEW PROGRAMS - MWA APPROVERS ONLY	VALIDATE NEW PROVIDER	EDIT NEW PROVIDER

Communication

PROVIDER USER GUIDE   REGISTERED APPRENTICESHIP SPONSOR USER GUIDE

3.0 Renew License

3.1 Renew Application

To renew your license, you will need to access the application through the Pure Michigan Talent Connect (PMTC) Sign In page.

https://www.mitalent.org/signin

1. Type in the email address and click 'Next'.
2. Enter your password and click 'Sign In'. This will send you to the Administration Main Page.

Note: If you have forgotten your password, please use the 'Forgot Password?' link to update it.

Click on the Renew License button. Your license will be listed on the page 90 days prior to the license expiration date.

If your license is within the renewal window, click on the School Name to edit your license. Select the renewal fee and edit the bond information, as necessary.

Upload your documents and check the assurance boxes. Click on the Renew License button.

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

* Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of $5, 000) : ❸   [Choose File] No file chosen

* Proof of accreditation, if applicable : ❸   [Choose File] No file chosen

Additional Notes / Comments : ❸   [Optional]

ASSURANCES : On behalf of my educational institution, I hereby attest to the following:

☐ * **I certify that the statements in this document are true and completed.** I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

☐ * I hereby request renewal of my proprietary school license. I understand that I must abide by Public Act 148 of 1943 and its rules, and failure to do so may result in license revocation and/or criminal prosecution.

☐ * I am aware that I must inform the Proprietary School Unit before my school changes location, before adding programs or personnel, or before the school closes. In the event of school closure, I am aware that I must surrender the student transcripts immediately to the State of Michigan.

☐ * I certify that all personnel meet the requirements under Public Act 148 of 1943 and its rules and all personnel credentials will be retained by the school and available for inspection.

☐ * I agree not to advertise in any way that may be construed as false or misleading and that only approved program offerings appear in advertising; this includes all publications such as, but not limited to, traditional advertising, catalogs, websites and social media. All advertising will be retained by the school and available for inspection.

☐ * I understand that according to Public Act 148; R 390.565, Rule 5; a catalog or comparable publication shall be available to each student. I certify that the catalog or comparable publication provided to students is true and correct as to all conditions of attendance. I am aware that this catalog is subject to inspection for compliance with the requirements of Public Act 148 and its rules. Failure to adhere to these requirements can result in license revocation.

☐ * I understand that only Department approved programs may be offered by the school.

[Print your Name]   04/27/2021

Signature   Signature Date

[RENEW LICENSE] [CANCEL]

The below popup window is displayed. Click on the OK button to continue.

test-jobs.mitalent.org says

Please make sure the data you have entered is appropriate and verified
before you continue. Click OK to continue or Cancel to view the data
you entered. Thank You!

OK   Cancel

3.2 Payment

The Payment page is displayed. Review information and click on Complete Payment button.

MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	Specs Howard School of Media Arts
School Location :	Southfield, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000006
License Fee :	**$1,180.00**
Late Fee :	NA
Total Amount Payable :	**$1,180.00**
Payment Status :	Pending

COMPLETE PAYMENT

You will be directed to our payment website for payment method. Select your method of payment and click on the Next button to continue. The Back or Exit button will take you back to the previous page.

LEO Department of Labor and Economic Opportunity

Michigan.gov

Payment Method

LEO Postsecondary Renewals Payment Request

Paying on-line is quick, easy, secure, and is available to you 24 hours a day, 7 days a week. This secure website allows you to pay using an electronic check or a MasterCard, Visa, or Discover credit/debit card. Please allow 3-10 business days for your payment to be recorded as paid.

This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please email LEO-PSS@michigan.gov.

* Indicates required field

Choose method of payment
○ **Pay by electronic check**
* Account Type: Personal ▾
○ **Pay by credit card**
VISA MasterCard Discover
Back Next Exit

Important Information Regarding Debit Blocks
Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)
Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment

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The Payment Information page will be displayed.

LEO Department of Labor and Economic Opportunity

Michigan.gov

Payment Information

LEO Postsecondary Renewals Payment Request

Billing Address information is not required; please scroll down to the Payment Method Section to enter your credit card information.

To continue the payment process, click the "Next" button in the box below.

If you entered a valid email address, the confirmation email will be received from noreply@fiserv.com

* Indicates required field

Billing Address

☐ Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State: Select State

*Zip:

*Country: UNITED STATES

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 1180.00 **USD**

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 9:59 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account:

*Account Number: What's This?

*Re-Type Account Number:

*Routing Number: What's This?

*Account Type: ⦿ Checking ○ Savings

Back Next Exit

Enter the required payment information and click on the Next button. The Back button will take you back to the Payment Method page. The Exit button will take you to the Make Payment page.

The Payment Review page will be displayed. Click on the Pay Now button to submit your payment. The Back button will take you back to the Payment Information page. The Exit button will take you to the Make Payment page.

LEO Department of Labor and Economic Opportunity

Michigan.gov

Payment Review

LEO Postsecondary Renewals Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

Address
Billing Address: Jane Doe 201 N washington lansing, MI 85284 (517) 222-1111 collinst7@michigan.gov

Payment Method
Electronic Check Checking x4433 272479663

Payment Amount

Amount:	1180.00 USD

Total: 1180.00 USD

Today, being 4/27/2021, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.

Back Pay Now Exit

3.2.1 Successful Payment

If Payment is successful, the below message and page will be displayed. An email notification will be sent to the primary email address that was entered on the application informing you of your successful submission of the application. In addition, an email will be sent to the email address entered on the payment information page notifying you of payment confirmation.

Congratulations in successfully completing your application! Please allow 10 business days for our team to review your application. You will receive an email notice announcing a) your application has been approved, along with where to access and print your new permit, or b) additional information or documentation is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

School Name :	Specs Howard School of Media Arts
School Location :	Southfield, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000006
License Fee :	**$1,180.00**
Late Fee :	NA
Total Amount Payable :	**$1,180.00**
Payment Status :	Success
Paid Amount :	1.00
Payment Card Type :	NA
Confirmation Number :	21042713797187
Authorization Code :	1234
Transaction Information :	NA
Payment Date :	4/28/2021 12:00:00 AM

RETURN TO RENEWALS

3.2.2 Unsuccessful Payment

If payment is unsuccessful, the Payment Status will be Pending with a corresponding message with the steps that need to be taken to resolve the payment. In the below scenario, you would need to try the payment again due to an address verification issue. You would click on the Complete Payment button and try again.

MAKE PAYMENT

> Payment not complete. Try again.

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	Test school 19
School Location :	Lansing, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000159
License Fee :	**$1,505.00**
Late Fee :	NA
Total Amount Payable :	**$1,505.00**
Payment Status :	Pending
Payment Response :	"Address verification failed."

COMPLETE PAYMENT

3.2.3 Renewal Approval

Upon submitting your license renewal, the PSS staff will validate your renewal license for approval.
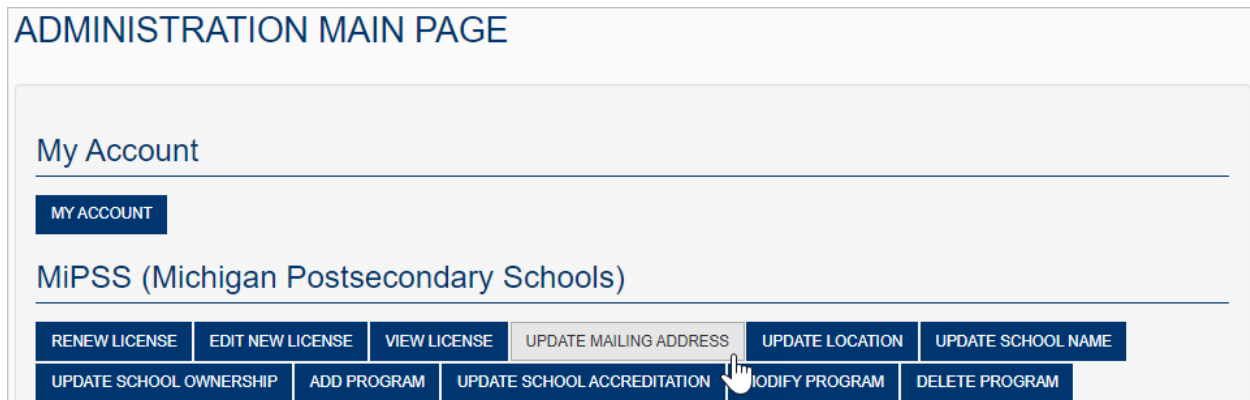
See approval process for New License as Renewal Approval follows the same process.

If additional information is required by the PSS staff, you will click on the Renew License button to submit additional information.

4.0 School Information

School information may be updated. There are additional fees for the following updates:
UPDATE LOCATION, UPDATE SCHOOL NAME

4.1 Update Mailing Address

Select the Update Mailing Address button and the Update Mailing Address page will display.
You should be able to select the school from the drop-down menu.

Once the school is selected, License Details will display. You will be able to update fields that
are highlighted with a red asterisk. When done, click 'Submit'.

UPDATE MAILING ADDRESS

NOTE: The mailing address update feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School : [PSS School 1 ▾]

LICENSE DETAILS

School Name :	PSS School 1
License Number :	8601000174
License Expiration Date :	6/30/2023

* Mailing Address 1 : ❷	2040 Raybrook, SE
Mailing Address 2 : ❷	Suite 204
* Mailing City : ❷	St. Clair Shores
* Mailing County : ❷	Macomb County ▾
* Mailing State : ❷	Michigan ▾
* Mailing Zip Code : ❷	48044 - Ext

SUBMIT   RETURN TO ADMIN HOME

Submit

Mailing address saved successfully.

UPDATE MAILING ADDRESS

NOTE: The mailing address update feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School : [Select School ▾]

RETURN TO ADMIN HOME

4.2 Update Location

Fee Required

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE	EDIT NEW LICENSE	VIEW LICENSE	UPDATE MAILING ADDRESS	UPDATE LOCATION	UPDATE SCHOOL NAME
UPDATE SCHOOL OWNERSHIP	ADD PROGRAM	UPDATE SCHOOL ACCREDITATION	MODIFY PROGRAM	DELETE PROGRAM	

Select the Update Location button and the Location Change page will display. You should be able to select the school from the drop-down menu.

LOCATION CHANGE

NOTE: The location change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the location change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School :

Select School
Select School
PSS School 1

RETURN TO ADMIN HOME

Once the school is selected, the License Details, Physical Address Details, Mailing Address Details, the Upload Document section, and the Assurances section will display. You will be able to update fields that are highlighted with a red asterisk.

LOCATION CHANGE

NOTE: The location change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the location change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School :   PSS School 1

− LICENSE DETAILS

School Name :	PSS School 1
License Number :	8601000174
License Expiration Date :	6/30/2023

− PHYSICAL ADDRESS DETAILS

* Physical Address 1 :   38701 Seven Mile Road

Physical Address 2 :   Suite 195

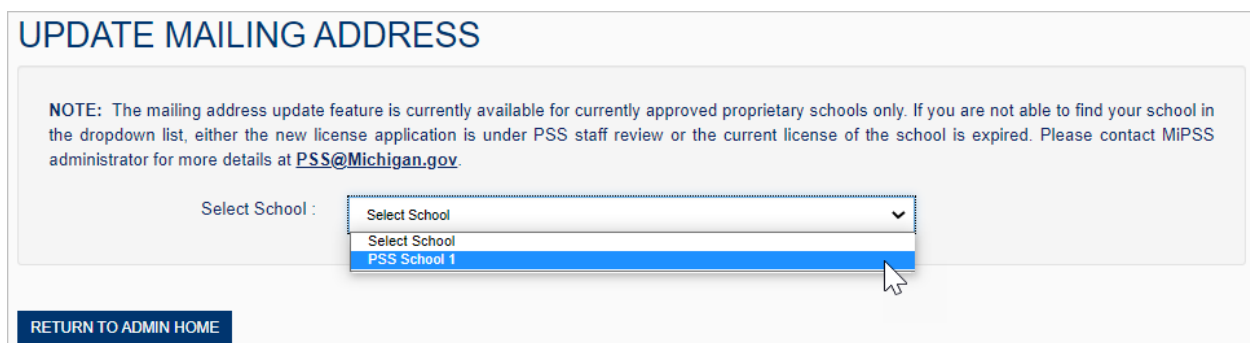* Physical City :   St. Clair Shores

* Physical County :   Macomb County

* Physical State :   Michigan

* Physical Zip Code :   48152   -   Ext

− MAILING ADDRESS DETAILS

Mailing Address is same as Physical Address   ☐

* Mailing Address 1 :   2040 Raybrook, SE

Mailing Address 2 :   Suite 204

* Mailing City :   St. Clair Shores

* Mailing County :   Macomb County

* Mailing State :   Michigan

* Mailing Zip Code :   48044   -   Ext

You will need to upload the updated Surety information for the new location and check the Assurance boxes. When done, click 'Submit'. This will take you to the "Make Payment" page.

MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	PSS School 1
License Type :	In-State Accredited Proprietary School
License Number :	8601000174
License Fee :	$455.00
Late Fee :	NA
Total Amount Payable :	$455.00
Payment Status :	Pending

COMPLETE PAYMENT

After completing the payment of the fee, the PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update Location button to submit additional information.

4.3 Update School Name

Fee Required

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

| RENEW LICENSE | EDIT NEW LICENSE | VIEW LICENSE | UPDATE MAILING ADDRESS | UPDATE LOCATION | UPDATE SCHOOL NAME |
| UPDATE SCHOOL OWNERSHIP | ADD PROGRAM | UPDATE SCHOOL ACCREDITATION | MODIFY PROGRAM | DELETE PROGRAM | |

Select the Update School Name button and the School Name Change Request page will display. You should be able to select the school from the drop-down menu.

SCHOOL NAME CHANGE REQUEST

NOTE: The school name change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school name change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School :

Select School
Select School
PSS School 1

RETURN TO ADMIN HOME

Once the school is selected, the License Details, the Upload Document section, and the Assurances section will display. You will be able to update fields that are highlighted with a red asterisk.

SCHOOL NAME CHANGE REQUEST

NOTE: The school name change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school name change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School :   PSS School 1

− LICENSE DETAILS

School/Institution Name :	PSS School 1
License Number :	8601000174
License Expiration Date :	6/30/2023

* New Name of School/Institution : ❓   PSS School 1

* Website : ❓   http://www.pss.com

* Bond Number : ❓   Bond 123

* Coverage Amount : ❓   5000.00

* Insurance Company Issuing Bond : ❓   Bond 123

* Period for Surety Bond : ❓   03/25/2022   to   03/25/2025

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

* Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of $5, 000) : ❷   [Choose File] No file chosen

Secondary agency approval, if applicable : ❷   [Choose File] No file chosen

* Ownership - Proof of registration of corporation, limited liability company, foreign corporation operating in Michigan or doing business as paperwork : ❷   [Choose File] No file chosen

You will need to upload the updated Surety information for the new location, Proof of Ownership, and check the Assurance boxes. When done, click 'Submit'. This will take you to the "Make Payment" page.
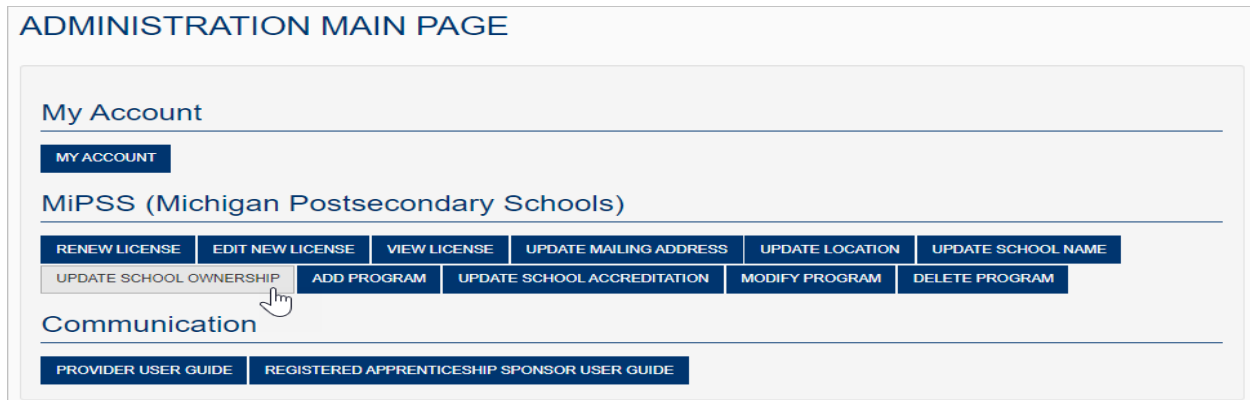
MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	PSS School 1
New Name of School :	PSS School One
License Type :	In-State Accredited Proprietary School
License Number :	8601000174
License Fee :	$300.00
Late Fee :	NA
Total Amount Payable :	$300.00
Payment Status :	Pending

[COMPLETE PAYMENT]

After completing the payment of the fee, the PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Name button to submit additional information.

4.4 Update School Ownership

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

| RENEW LICENSE | EDIT NEW LICENSE | VIEW LICENSE | UPDATE MAILING ADDRESS | UPDATE LOCATION | UPDATE SCHOOL NAME |
| UPDATE SCHOOL OWNERSHIP | ADD PROGRAM | UPDATE SCHOOL ACCREDITATION | MODIFY PROGRAM | DELETE PROGRAM |

Communication

PROVIDER USER GUIDE   REGISTERED APPRENTICESHIP SPONSOR USER GUIDE

Select the Update School Ownership button and the School Ownership Change Request page will display. You should be able to select the school from the drop-down menu.

SCHOOL OWNERSHIP CHANGE REQUEST

NOTE: The ownership change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the ownership change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School :   Select School
                  Select School
                  PSS School 1

RETURN TO ADMIN HOME

Once the school is selected, the License Details, the Upload Document section, and the Assurances section will display. You will be able to update fields that are highlighted with a red asterisk.

When done, click 'Submit'.

SCHOOL OWNERSHIP CHANGE REQUEST

NOTE: The ownership change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the ownership change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School :   PSS School 1

− LICENSE DETAILS

School/Institution Name :	PSS School 1
Individual/Legal Entity (owns school) :	Julian Fries and Doggy Dues
License Number :	8601000174
License Expiration Date :	6/30/2023

* New Individual/Legal Entity (owns school) : ❷   Julian Fries and Potato Tots LLC

* Website : ❷   http://www.pss.com

* Bond Number : ❷   Bond 123

* Coverage Amount : ❷   5000.00

* Insurance Company Issuing Bond : ❷   Bond 123

* Period for Surety Bond : ❷   03/25/2022   to   03/25/2025

You will need to upload the updated Proof of Ownership information and check the Assurance boxes. When done, click 'Submit'.

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

Fire Inspection or Certificate of Occupancy, if applicable : ❷   [Choose File] No file chosen

Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of $5, 000) : ❷   [Choose File] No file chosen

Secondary agency approval, if applicable : ❷   [Choose File] No file chosen

* Ownership - Proof of registration of corporation, limited liability company, foreign corporation operating in Michigan or doing business as paperwork : ❷   [Choose File] No file chosen

No file chosen

A confirmation message will display.

Congratulations on successfully submitting the school's application to modify the owner of the school! Please allow 10 business days for our team to review your application. Once reviewed, you will receive an e-mail notice announcing a) the application to modify the owner of the school has been approved, as well as where to access and print the school's updated license, or b) additional information is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

SCHOOL OWNERSHIP CHANGE REQUEST

NOTE: The ownership change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the ownership change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School : | Select School ⌄ |

RETURN TO ADMIN HOME

The PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Ownership button to submit additional information.

4.5 Update School Accreditation

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

| RENEW LICENSE | EDIT NEW LICENSE | VIEW LICENSE | UPDATE MAILING ADDRESS | UPDATE LOCATION | UPDATE SCHOOL NAME |
| UPDATE SCHOOL OWNERSHIP | ADD PROGRAM | UPDATE SCHOOL ACCREDITATION | MODIFY PROGRAM | DELETE PROGRAM |

Select the Update School Accreditation button and the School Accreditation Change Request page will display. You should be able to select the school from the drop-down menu.

SCHOOL ACCREDITATION CHANGE REQUEST

NOTE: The school accreditation change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school accreditation change application is under PSS staff review or the current license of the school is expired. Upon approval of the accreditation change, you may be required to modify or delete currently approved program(s) accordingly by using Modify/Delete Programs feature available on your dashboard. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School : | Select School ⌄ |
 | Select School |
 | PSS School 1 |

SUBMIT   RETURN TO ADMIN HOME

Once the school is selected, License Details and the Assurance section will display.

4.5.1 Accredited to Non-Accredited

For Accredited to Non-Accredited, you will need to click the Assurance box and enter the name in the Signature field. When done, click 'Submit'.

A confirmation message will display.

The PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Accreditation button to submit additional information.

4.5.2 Non-Accredited to Accredited

For Non-Accredited to Accredited, you will need to provide the Accrediting Agency and upload the documentation, click the Assurance box, and enter the name in the Signature field. When done, click 'Submit'.

A confirmation message will display.

The PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Accreditation button to submit additional information.

5.0 Program

Program and Course information may be updated. There are additional fees for adding programs.
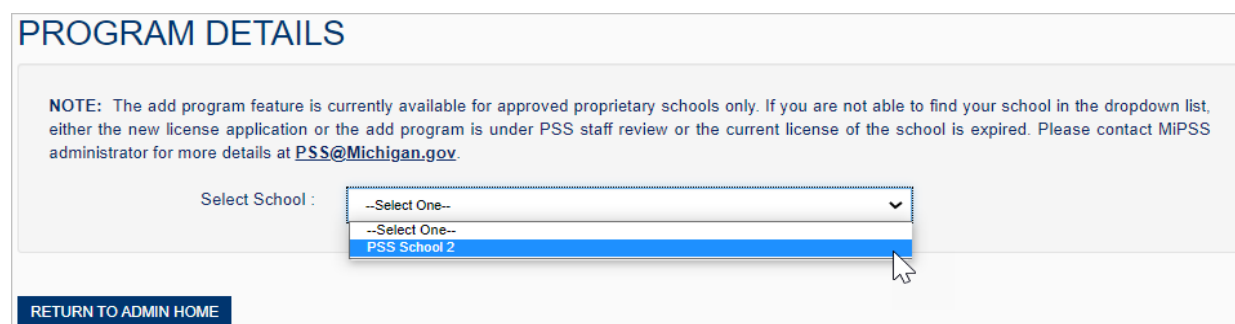
5.1 Add Program

Fee Required

Select the Add Program button and the Program Details page will display. You should be able to select the school from the drop-down menu.

Once the school is selected, the License Details for each Approved Program(s) and the Upload Document section will display.

PROGRAM DETAILS

NOTE: The add program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School : | PSS School 2 ⌄ |

− LICENSE DETAILS

School Name :	PSS School 2
License Number :	8604001410
License Expiration Date :	N/A

− PROGRAM 1

* Program Title : ❷	Test 105	
** CipCode : ❷	32.0101	
Credential Earned : ❷	Certificate of Completion	
* Total Clock Hours : ❷	100	

Course Title	Course Clock Hours
Of Course Course Course!	100

NOTE To add programs, scroll to the bottom of the page and click the Add Program button.

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

List of equipment supplied by the school, if applicable : ❷	Choose File	No file chosen
Health Inspection, if applicable : ❷	Choose File	No file chosen
Medical waste producing facility registration, if applicable : ❷	Choose File	No file chosen
Photographs of school facility, equipment and signage, if applicable : ❷	Choose File	No file chosen

Additional Notes / Comments : ❷ | Optional |

| RETURN TO ADMIN HOME | ADD PROGRAM | CANCEL |

*The Add Program page will display. You will need to complete the fields that are highlighted with a red asterisk.

ADD PROGRAM

* CIP General Category :   --Select One--

* CIP Detailed Category :   --Select One--

* Cip Program :   --Select One--

* Program Title : ❓   Required

* Credential Earned : ❓   Certificate of Completion

ADD COURSE TO PROGRAM

SAVE AND CONTINUE   ADD ANOTHER PROGRAM   CANCEL

You are required to enter at least one course. Click Add Course to Program to add additional courses and complete the highlighted fields.

To add additional programs, click Add Another Program. Current program will be added to the display as a 'Hold' program, and you will be able to add another program with additional courses repeating the steps as needed. System will add each program fee to the total and prompt to Complete Payment.

ADD PROGRAM

— PROGRAM HOLD 1

Program Title : ❷	Feed Production
CipCode : ❷	01.0301
Credential Earned : ❷	Certificate of Completion
Total Clock Hours : ❷	10

Course Title	Course Clock Hours
Corn Planting	5
Bean Planting	5

* CIP General Category :	--Select One-- ▼
* CIP Detailed Category :	--Select One-- ▼
* Cip Program :	--Select One-- ▼

* Program Title : ❷	Required
* Credential Earned : ❷	Certificate of Completion

ADD COURSE TO PROGRAM

SAVE AND CONTINUE   SKIP AND CONTINUE   ADD ANOTHER PROGRAM   CANCEL

To complete the process, click on Save and Continue. Assurances section will display. Check the Assurances and enter the name in the Signature field. Click Save And Continue again. The Make Payment page will display.

MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	PSS School 2
School Location :	Munising, MI
License Type :	In-State Non-Accredited Proprietary School
License Number :	8604001410
License Fee :	$750.00
Late Fee :	NA
Total Amount Payable :	$750.00
Cost Breakdown :	$ $750.00 * 1 Program(s) = $ $750.00
Payment Status :	Pending

COMPLETE PAYMENT

Congratulations on successfully submitting the school's application to add or delete a program or programs. Please allow 10 business days for our team to review your application. You will receive an e-mail notifying you that a) the school's application has been approved, along with directions on printing the school's proprietary school permit or license, which reflects the modified program or programs, or b) additional information or documentation is required for us to grant approval. Should you have any immediate questions, please contact our team at pss@michigan.gov.

School Name :	PSS School 2
School Location :	Munising, MI
License Type :	In-State Non-Accredited Proprietary School
License Number :	8604001410
License Fee :	$750.00
Late Fee :	NA
Total Amount Payable :	$750.00
Cost Breakdown :	$ $750.00 * 1 Program(s) = $ $750.00
Payment Status :	Success
Paid Amount :	$750.00
Payment Card Type :	VISA
Confirmation Number :	22041416246140
Authorization Code :	306160
Transaction Information :	NA
Payment Date :	4/14/2022

RETURN TO ADD PROGRAM

The PSS staff will review and validate your submission(s) for approval. If additional information is required by the PSS staff, you will need to return to the Add Program button to submit additional information.

Select the Modify Program button and the Modify Programs(s) page will display. You should be able to select the school from the drop-down menu.

Once the school is selected, the License Details for each Approved Program(s) will display. You will notice the Modify button to the right. Click the Modify button.

─ LICENSE DETAILS		
School Name :	PSS School 2	
License Number :	8604001410	
License Expiration Date :	N/A	
─ PROGRAM 1		
* Program Title : ❓	Test 105	MODIFY
** CipCode : ❓	32.0101	
Credential Earned : ❓	Certificate of Completion	
* Total Clock Hours : ❓	100	

Course Title	Course Clock Hours
Of Course Course Course!	100

The Edit/Modify Program page will display. You will be able to update fields that are highlighted with a red asterisk. You will be able to add a course to the program. Check the 'Skip Enter Course' to continue process.

When done, click 'Save'.

EDIT/MODIFY PROGRAM

* CIP General Category :	32 - BASIC SKILLS AND DEVELOPMENTAL/REMEDIAL EDUCATION ⌄
* CIP Detailed Category :	32.01 - Basic Skills and Developmental/Remedial Education ⌄
* Cip Program :	32.0101 - Basic Skills and Developmental/Remedial Education, General ⌄

* Program Title : ❓	Test 105
* Credential Earned : ❓	Certificate of Completion

─ Course 1 ☐ Skip Enter Course

* Course Title : ❓	Of Course Course Course!
* Course Clock Hours : ❓	100

+ Course 2 ☐ Skip Enter Course

ADD COURSE TO PROGRAM

SAVE CANCEL

You will be returned to the Modify Program(s) page, a confirmation of the update will display, and the Assurances section will also display. Scroll down and you will find the modified program will display as a 'Hold' program with the Approval Status as Pending with Provider. To edit any modification, clicking the Edit button will take you to the Edit/Modify Program page.

MODIFY PROGRAM(S)

Program updated for license, please submit for approval.

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School : --Select One--

– PROGRAM HOLD 1

Approval Status : ❷	Pending with Provider ▾	EDIT
Program Title : ❷	Test Program Number Five	
CipCode : ❷	32.0101	
Credential Earned : ❷	Certificate of Completion	
Total Clock Hours : ❷	100	

Course Title	Course Clock Hours
Of Course Course Course!	100

Additional Notes / Comments : ❷	Optional

To continue the program modification, you will need to click the Assurance boxes and enter the name in the Signature field. When done, click 'Submit'.

 A confirmation will display of the submission of the modifications. Scroll down to the 'Hold' program and you will notice the Approval Status is Pending with PSS staff.

MODIFY PROGRAM(S)

Congratulations on successfully submitting the school's application to modify a program or programs. Please allow 10 business days for our team to review your application. You will receive an e-mail notifying you that a) the school's application has been approved, along with directions on printing the school's proprietary school permit or license, which reflects the modified program or programs, or b) additional information or documentation is required for us to grant approval. Should you have any immediate questions, please contact our team at pss@michigan.gov.

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School : --Select One--

The PSS staff will review and validate your modification(s) for approval. If additional information is required by the PSS staff, you will need to return to the Modify Program button to submit additional information.

5.2.1 Modify/Delete Course

Reminder: You must have at least one course attached to a program.

Follow the steps above for 5.2 Modify Program to access the Edit/Modify Program page.

Select the plus icon (+) of the course you want to delete. Click 'Skip Enter Course' for the course. Click Save.

You will be returned to the Modify Program(s) page, a confirmation of the update will display, and the Assurances section will also display. Scroll down and you will find the modified program will display as a 'Hold' program with the Approval Status as Pending with Provider. Notice the course has been removed. To edit any modification, clicking the Edit button will take you to the Edit/Modify Program page.

To continue the course removal, you will need to click the Assurance boxes and enter the name in the Signature field. When done, click 'Submit'.

A confirmation will display of the submission of the modifications. Scroll down to the 'Hold' program and you will notice the Approval Status is Pending with PSS staff.

MODIFY PROGRAM(S)

Congratulations on successfully submitting the school's application to modify a program or programs. Please allow 10 business days for our team to review your application. You will receive an e-mail notifying you that a) the school's application has been approved, along with directions on printing the school's proprietary school permit or license, which reflects the modified program or programs, or b) additional information or documentation is required for us to grant approval. Should you have any immediate questions, please contact our team at pss@michigan.gov.

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at **PSS@Michigan.gov**.

Select School :   --Select One-- ⌄

PROGRAM HOLD 1

Approval Status : ❷	Pending with PSS staff ⌄
Program Title : ❷	Massage Therapy
CipCode : ❷	51.3501
Credential Earned : ❷	Certificate of Completion
Total Clock Hours : ❷	70

Course Title	Course Clock Hours
Ethics	10
Clinicals	60

RETURN TO ADMIN HOME

The PSS staff will review and validate your modification(s) for approval. If additional information is required by the PSS staff, you will need to return to the Modify Program button to submit additional information.

5.3 Delete Program

Reminder: You must have at least one program. For further information, please email LEO-PSS@michigan.gov

Select the Delete Program button and the Delete Program(s) page will display. You should be able to select the school from the drop-down menu.

Once the school is selected, the License Details for each Approved Program(s) will display. You will notice the Delete button to the right. Click the Delete button. When done, click 'Submit'.

You will be returned to the Delete Program(s) page, a confirmation of the update will display, and the Assurances section will also display. Scroll down and you will find the deleted program will display as a 'Hold' program with the Approval Status as Pending with Provider. Note the Revert button is available to undo the delete.

To continue to delete the program, you will need to click the Assurance boxes and enter the name in the Signature field. When done, click 'Submit'.

A confirmation will display of the submission of the deletion. Scroll down to the 'Hold' program and you will notice the Approval Status is Pending with PSS staff.

The PSS staff will review and validate your modification(s) for approval. If additional information is required by the PSS staff, you will need to return to the Delete Program button to submit additional information.